



Storage of Secure Materials Procedure

The following procedure is in place for receipt and storage of secure materials:

Before Examination Day:

- When secure materials are received, they must be signed in on the logbook located at reception.
- The examinations team must be notified of the delivery **immediately**.
- Exam papers must be transferred to the exam cupboard immediately upon receipt at reception.
- As soon as a designated key holder is available, secure materials must be checked against the despatch note, ensuring that the packages are not damaged or open.
- If secure materials have been damaged the relevant examination board must be contacted immediately.
 - AQA - Telephone: 0800 197 7162
 - OCR - Telephone: 01223 553998
 - Pearson - Telephone 0344 463 2535
 - WJEC - Telephone 029 2026 5077
- Secure materials must be signed in on the "Receipt and storage of pre-release materials" sheet located in the Examinations Cupboard.

Examination Day

- Secure materials must be locked away until examination day.
- Secure materials must be signed out on the "Receipt and storage of pre-release materials" sheet.
- Secure materials must be taken immediately to the examination room prior to opening.
- Examination papers must only be opened in the examination room and must not leave the examination room until after the examination has finished.
- A '**second pair of eyes check**' must be done to capture the following information: centre number and name; the date of the examination; awarding body, unit/component code; the names, signatures and roles of the two individuals who checked the question paper details before the packet was opened.
- Candidates must be seated according to the seating plan prior to examination papers being distributed.
- Members of centre staff must not read examination papers and then walk out of the room during the examination.

At the end of the examination

- Candidates must remain seated until all the examination papers have been collected. Candidates must not take question papers with them at the end of the examination.
- Examination scripts must be collected in the order of the attendance register.
- Examination scripts must be sealed immediately after they have been collected and taken back to secure storage immediately after the examination, prior to collection from the courier.

Next Review Date 02.02.2027